

DATE: [CURRENT DATE]
TO: [PI NAME]
FROM: SUNY University at Buffalo Institutional Review Board
PROJECT TITLE: [IRBNET ID AND PROJECT TITLE]
SUBMISSION TYPE: [SUBMISSION TYPE]

ACTION: APPROVED

APPROVAL DATE: [APPROVAL DATE]

EXPIRATION DATE: [EXPIRATION DATE]

Dear PI NAME, DEGREE:

The [submission type] materials for the project referenced above were reviewed and approved by the SUNY University at Buffalo IRB (UBIRB) by [review type]. The expiration date of this approval is [expiration date].

Pull in notes from review box!/[Minutes section]

The following is a list of the documents reviewed in this package:

[List of study documents in this package]

UBIRB approval is given with the understanding that the most recently approved procedures will be followed and the most recently approved consenting documents will be used. If modifications are needed, those changes may not be initiated until such modifications have been submitted to the UBIRB for review and have been granted approval.

Prior to the expiration of this approval, you will receive notification that it is time for the UBIRB to conduct its periodic review of your study. Studies cannot be conducted beyond expiration date without re-approval by the UBIRB.

As principal investigator for this study involving human participants, you have responsibilities to the SUNY University at Buffalo IRB (UBIRB) as follows:

1. Ensuring that no subjects are enrolled prior to the IRB approval date.

2. Ensuring that the study is not conducted beyond the expiration date without re-approval by the UBIRB.
3. Ensuring that the UBIRB is notified of:
 - o All Reportable Information in accordance with the Reportable New Information Form (HRP-214)
 - o Project closure/completion by submitting a Continuing Review Form (HRP-212)
4. Ensuring that the protocol is followed as approved by UBIRB unless a protocol amendment is prospectively approved.
5. Ensuring that changes in research procedures, recruitment or consent processes are not initiated without prior UBIRB review and approval, except where necessary to eliminate apparent immediate hazards to subjects.
6. Ensuring that the study is conducted in compliance with all UBIRB decisions, conditions, and requirements.
7. Bearing responsibility for all actions of the staff and sub-investigators with regard to the protocol.
8. Bearing responsibility for securing any other required approvals before research begins.

If you have any questions, please contact the UBIRB Please include your project title and IRBNet Project Number in all correspondence with the IRB.

This letter has been electronically signed in accordance with all applicable regulations, and a copy is retained within SUNY University at Buffalo's records.